



RETSORG PROFILE TIPS FOR RERP SPONSORS

The "Profile" section of RETSORG (www.retsorg.org) is one of the most important sections of the site. This section has been designed so you can update your business contact information at any time. Since some of this information is also used in the MSF-USA.org public site, inaccurate information may mean a potential student is unable to contact you to register for a class. Also, only personnel listed under Company contacts are able to place orders for training supplies.

- **To access your profile**, login with your RERP number and password. If you are entering for the first time, your password will also be your RERP number and you will be prompted to create a new password.

Note: If you are also a RiderCoach, your RiderCoach number will NOT give you access to your Sponsor Profile.

- **To access the MSF Online Store**, under "Industry Links" click the link for "Online Store." You will be redirected to the Online Store webpage. You will have to log in again by clicking the red button under the MSF logo.
- **To change your primary or shipping address**, click the "Company" tab and, in the Address section, click the drop down menu to choose "primary" or "shipping." Simply edit the current information and click the "Save" button on the top right portion of the screen.

Note: MSF will only ship materials to the addresses listed in the RERP Profile.

- **To verify current Company contacts** click the "Contacts" tab. Company personnel and contact information will be listed. Company contacts can only be changed by MSF with written notification by a person currently listed in the company profile. To notify MSF of changes, complete and submit the RERP Information update Form (RETSORG Library, RERP Materials section). MSF recommends Sponsors have at least two contacts listed.
- **To see a list of your active and inactive sites (ranges)** click the "Sites" tab - you'll see the following sections: Site List, Site Information, Enrollment Settings and Site Settings.

Note: If your site list does not include all ranges used by your company or a range you no longer use is still listed as "active," please email rerp@msf-usa.org. If you prefer to call; dial 949-727-3227 (option 6) for assistance.

- **To change site information visible on the MSF public site**, click the pencil icon beside the site ID, and then click the Enrollment Settings bar. You will be able to create a site-specific name, add or change an enrollment telephone number or email and add or update directions to the site. Be sure to click "Save Site" after making any changes. If you have more than one site, you will need to update each site individually.

Note: If you have an active site you DO NOT wish to appear on the MSF website, uncheck the box "Available on RES Public" in the "Enrollment Settings" section for the site. It will remain active with MSF but will no longer be visible to the public.